

**MINUTES**  
**South Carolina Perpetual Care Cemetery**  
**Conference Call Board Meeting**

10:00 a.m., September 18, 2018  
Synergy Business Park  
110 Centerview Drive, Kingstree Building Room 107  
Columbia, South Carolina

**Tuesday, September 18, 2018**

**1. Meeting called to Order**

J. W. Russ, Chairperson, of Conway, called the regular meeting of the South Carolina Perpetual Care Cemetery to order at 10:20 a.m. Other members participating during the meeting were: Russell Floyd, Vice Chairperson, of Spartanburg; Jacquelyn Petty Moore, of Union; and Rick Riggins, of Lancaster.

Staff members participating in the meeting included: Mary League, Advice Counsel, Office of Advice Counsel; Tina Brown, Disciplinary Counsel, Office of Disciplinary Counsel; Ashley Thompson, Disciplinary Counsel, Office of Disciplinary Counsel; Amy Holleman, Administrator; Norma McAllister, Program Assistant; Sharon Wolfe, Chief Investigator, Office of Investigations and Enforcement; and Eric Thompson, Chief Inspector, Office of Investigations and Enforcement.

Members of the public attending the meeting: None

**A. Public Notice**

Mr. Russ announced that public notice of this meeting was properly posted at the South Carolina Perpetual Care Cemetery Board office, Synergy Business Park, Kingstree Building, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**2. Introduction of Board Members and Persons Attending the Meeting**

The Board members introduced themselves.

**3. Approval of Excused Absences**

All members of the Board were present.

**4. Approval of Minutes for June 27, 2018 board meeting**

Mr. Russ called for a motion to approve the minutes.

**MOTION**

Mr. Floyd made a motion to approve the June 27, 2018 Board meeting minutes. Ms. Moore seconded the motion, which carried unanimously.

**5. Chairman's Remarks – J. W. Russ**

Mr. Russ did not make any comments.

## 6. Administrator's Remarks – Amy Holleman

### A. Financial Report

Ms. Holleman presented the financial report, informing the Board that the cash balance at the end of July 2018 was -\$147,381.69. She informed the Board that renewals will begin in December 2018.

Ms. Holleman informed the Board that the Director approved its 2019 budget of \$3,750.00 which includes the Administrator's travel to the 2018 North American Death Care Regulators Association Annual meeting in New Orleans, LA on November 5-8, 2018.

Ms. Holleman informed the Board that the South Carolina Department of Health and Environmental Control released an e-blast regarding Hurricane Florence and disinterred caskets. Ms. Holleman stated that disinterred caskets should be secured and immediately reported to the local coroner. After the flood waters recede any caskets should be reinterred as part of the cemetery's responsibility.

The Board questioned its ongoing financial deficit. Ms. Holleman informed the Board that the current fees established by statute would provide minimal relief to the deficit. Ms. Holleman stated that considering this factor and the Board's financials, there has not been an official determination of the longevity of the deficit, nor the agency's response.

## 7. Reports

### A. Inspection Report – Eric Thompson

Mr. Thompson informed the Board that Mr. Adams and Mr. Poole conducted 31 inspections between June 20, 2018 and September 10, 2018.

### B. Investigative Review Committee (IRC) Report – Sharon Wolfe

Ms. Wolfe informed the Board that the Investigative Review Committee was cancelled due to the agency's closing for inclement weather.

### C. Office of Investigations and Enforcement (OIE) Report – Sharon Wolfe

Ms. Wolfe stated the Office of Investigations and Enforcement (OIE) had received 14 new complaints and closed 18 cases as of September 17, 2018.

### D. Office of Disciplinary (ODC) Counsel – Ashley Thompson

Ms. Thompson informed the Board that as of September 10, 2018 the Office of Disciplinary Counsel (ODC) had 11 open cases; eight pending actions; one pending IRC; two pending hearings; and nine closed as of June 18, 2018.

## Disciplinary

### 8. A. **Approval of Consent Agreement (CA) – Tina Brown**

This proceeding was recorded by a court reporter in order to produce a verbatim transcript should one be necessary.

#### 1. Case No.: 2016-43 Greenlawn Cemetery of Dillon

Ms. Brown presented the Consent Agreement to the Board. The Board discussed the agreement and determined that the matter required further review and additional information.

The Board recommended that the cemetery submit quarterly financial reports for the next 18 months and report the actual amount owed to the Care and Maintenance Trust fund.

Mr. Russ called for a motion in this matter.

**MOTION**

Mr. Floyd made a motion that the Board rejects the Consent Agreement. Mr. Riggins seconded the motion, which carried unanimously

**10. Public Comments (No Vote May Be Taken)**

There were no public comments.

**11. Adjournment**

Mr. Russ called for a motion to adjourn the meeting.

**MOTION**

Mr. Riggins made a motion to adjourn the meeting. Ms. Petty seconded the motion, which carried unanimously.

Mr. Russ, after ensuring there being no further business to discuss, adjourned the September 18, 2018 meeting for the South Carolina Perpetual Care Cemetery Board at 10:50 a.m.

The next scheduled Board meeting for the South Carolina Perpetual Care Cemetery Board is November 16, 2018 at 10:00 a. m., at Synergy Business Park, 110 Centerview Drive, Kingstree Building, Room 204, Columbia, South Carolina.